

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
381-04

Effective Date:
12/20/2017

Subject:
Alternative Methods of Communication

Approved by:

Steven D. Hebbe, Chief of Police



POLICY:

It is the policy of the Farmington Police Department to provide for and utilize alternative methods of communication to ensure effective and efficient communication of employees.

PROCEDURE:

Cellular Telephones:

Employees of the Farmington Police Department may utilize cell phones as a method for alternative communication to carry out official duties of the office. The Farmington Police Department may provide cell phones which includes, but may not be limited to the following positions:

1. Administrative staff;
2. Lieutenants;
3. Sergeants;
4. School Resource Officers;
5. SWAT Team members;
6. Training Officers;
7. Detectives;
8. Community Service Officers;
9. Traffic Officers;
10. Canine Officers;
11. Employees who are required to be on-call or subject to call-out;
12. Other key positions designated by the Chief of Police.

A roster of personnel assigned cell phones is provided to police department personnel and to the San Juan County Communications Authority. Personnel issued cell phones are not to rely solely on the cell phone as the single method of communication. Personnel utilizing cell phones will be subject to the recording and auditing requirements of the San Juan County Communications Authority Policies and Procedures and the department's Communications policy #381-01.

Cell phones are assigned by the IT division. Personnel assigned a department cell phone are required to maintain the equipment and report problems and/or defects to the IT division.

Email and Internet Access:

The Farmington Police Department may also utilize e-mail as an alternative method of communication. E-mail may be used in the normal day to day business operations of the Farmington Police Department to carry out directives and communicate with employees. The police department adheres to the City of Farmington's Administrative Regulation 99-9, Establishing an E-Mail/Internet and Voice Mail Policy.

Desktop Computers or Mobile Data Terminals (MDT's):

The Farmington Police Department encourages the utilization of desktop computers and mobile data terminal devices whenever it is necessary and appropriate to carry out official duties. Accessing or transmitting messages or personal messages other than for official duties is not permitted. Unauthorized messages include unnecessary comments or opinions, obscene language, inappropriate jokes, or messages that disparage any person, group, or class of individuals.

With the exception of Windows updates and anti-virus software updates, only software programs loaded by the IT Supervisor or their designee is allowed. Unauthorized software or other files may not be downloaded to any computer provided to employees by the police department.

Periodic audits of MDT messages are conducted by the San Juan County Communications Authority to ensure compliance.

Automatic Vehicle Location System (AVL):

The mobile data terminal devices utilized by Farmington Police Department patrol personnel are equipped with Global Positioning System (GPS) capabilities to track the location of employees' assigned vehicle while on duty. Supervisors, police department employees and dispatchers may access an MDT to view the course of an officer for safety purposes and to improve the efficiency of directing them to calls for service.

Personnel who are equipped with an AVL system are prohibited from knowingly deactivating, turning off, or otherwise disabling the GPS capability unless authorized by the Chief of Police or his/her designee. Additionally, if an employee has knowledge or is made aware that their AVL system is not functioning properly, they shall notify their immediate supervisor and contact the IT division as soon as reasonably possible.

Use of Devices While Operating a Motor Vehicle:

The use of cellular telephones and MDT's shall not interfere with the employee's safe and efficient performance of his/her duty. Employees are prohibited from texting and using MDT's when the vehicle is in motion.